

RECORDS RETENTION AND DISPOSITION SCHEDULE**PAGE 1 of 1****ALL ARIZONA COMMUNITY COLLEGES**

Function:

Institutional Research

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.) Off.	R.C.	Total	REMARKS (Include start point of retention.)
1	Cyclical internal reports: a. Final official copy b. Support materials				Perm 6	After date of report
2	Special internal reports (ad hoc): a. Final official copy b. Support materials				Perm 6	After date of report
3	Reports to state, federal government and North Central Accreditation Association: a. Final official copy b. Support materials except federal graduate report c. Support materials for federal graduate report				Perm 6 10	After date of report After date of report
4	Reports to other external agencies				3	After date of report
5	Cyclical reports issued by other organizations				2	After date of report
6	Information provided by IR to other organizational units (copies)				2	After date produced
						Supersedes Schedule Dated: April 26, 2000

Approved by:

X Gladys Ann Wells *Gladys Ann Wells*
Director, Arizona State Library, Archives and Public Records

Approval Date:

NOV 15 2002

October 2002